



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

- REFERRED FOR ACTION
ANSWER FOR MY SIGNATURE
FOR FILE
FOR YOUR INFORMATION
FOR SIGNATURE
RETURN TO ME
PLEASE SEE ME
PLEASE TELEPHONE ME
FOR APPROVAL
PLEASE ADVISE ME

BY DATE
BY DATE
BY DATE

PROJECT NUMBER
HIGHWAY
ROUTE
PARISH

MEMORANDUM

TO: MS. PATTY PARSONS
DOTD FINANCIAL SERVICES ADMINISTRATOR

ATTN: SHERL L. POWELL

FROM:

DATE:

RE: PERFORMANCE GUARANTY RELEASE
PARCEL NO(S).
(PART) () (Contract Number if Demolition, Letting Date if Sale)
(Demolition or Sale of Building, Equipment, etc.)
(Letting Date, if demolition)

Please be advised that (Name and address) of Contractor or Purchaser (has/have) satisfied the terms of the captioned (Demolition Contract, or Act of Sale).

The Performance Guaranty was in the form of a (Bank Money Order, Cashier's Check, etc.) issued by (Name), (Date), (number, etc.).

Please return the \$ Performance Guaranty, as per attached Standard State Invoice. To insure that the payee does not receive a 1099 on this amount, please assign a temporary Vendor Number.

Attachment

Cc:

RECOMMENDED FOR APPROVAL DATE
RECOMMENDED FOR APPROVAL DATE
RECOMMENDED FOR APPROVAL DATE
APPROVED DATE

